

## **CASCADE COUNTY PLANNING BOARD**

**ITEM:** 2018 Memorandum of Agreement for the Great Falls Metropolitan  
Transportation Planning Process

**PRESENTED BY:** Andrew Finch, City of Great Falls Senior Planner

**ACTION REQUESTED:** Approval of Agreement

### **Overview**

Periodically, the State of Montana reviews the agreement among the various entities involved in the Great Falls metropolitan transportation planning process. Due to changes in process, federal guidance or participation, it is necessary to enter into an updated or modified Agreement.

### **Background**

As required by Federal law, the Great Falls Metropolitan Transportation Planning Process is established through an agreement among the various local planning and governmental entities. In the Great Falls area, this includes the City of Great Falls, Cascade County, Great Falls Planning Advisory Board, Cascade County Planning Board, Great Falls Transit District and the State of Montana. The last agreement was signed in 2005, when the Great Falls City-County Planning Board was dissolved and the Great Falls Planning Advisory Board and Cascade County Planning Board became partners in the process.

Since that time, Federal guidance has changed regarding the required agreement elements, with the major addition being requirements relating to performance measures and targets. Additionally, the various governmental entities have adjusted the staff positions assigned to the Technical Advisory Committee, and have also asked to have the option of appointing a member to the Policy Coordinating Committee (rather than it being the highest elected or appointed official).

To that end, a new agreement has been prepared, and each participating agency is being asked to renew its commitment to the process.

### **Recommendation**

It is recommended the Cascade County Planning Board approve the 2018 Memorandum of Agreement for the Great Falls Metropolitan Planning Process.

**Suggested Motion:**

“I move the Cascade County Planning Board approve the 2018 Memorandum of Agreement for the Great Falls Metropolitan Transportation Planning Process.”

**Attachments:**

Memorandum of Agreement – Great Falls Metropolitan Transportation Planning Process

## **MEMORANDUM OF AGREEMENT**

### **GREAT FALLS METROPOLITAN TRANSPORTATION PLANNING PROCESS**

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2018, by and between the STATE OF MONTANA, DEPARTMENT OF TRANSPORTATION, hereinafter referred to as "STATE", the CITY OF GREAT FALLS, hereinafter referred to as "CITY", the COUNTY OF CASCADE, hereinafter referred to as "COUNTY", the GREAT FALLS TRANSIT DISTRICT BOARD, hereinafter referred to as "TRANSIT BOARD", the GREAT FALLS PLANNING ADVISORY BOARD, hereinafter referred to as "CITY PLANNING BOARD", and the CASCADE COUNTY PLANNING BOARD, hereinafter referred to as "COUNTY PLANNING BOARD".

#### **WITNESSETH THAT:**

WHEREAS, Title 23, Chapter 1, Section 134 of the United States Code, Title 23 Section 150, and Title 49, Chapter 53, Section 5303 of the United States Code require that a Metropolitan Planning Organization (MPO) be designated for each urbanized area with a population of more than 50,000 and, as a condition for the receipt of Federal highway and transit funds, that the metropolitan area have a continuing, cooperative, and comprehensive performance-based multimodal transportation planning process that provides for consideration and implementation of projects, strategies, and services that consider all transportation modes and supports community development and sound goals that lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods; and,

WHEREAS, the parties to this Agreement desire to continue to cooperate in the transportation planning process now in progress and further desire to ensure that transportation planning is an integral part of continuing, cooperative and comprehensive planning; and,

WHEREAS, the parties to this Agreement desire to take a performance-driven, outcome-based approach to planning and programming linking investment decision making to the achievement of performance targets; and,

WHEREAS, the CITY PLANNING BOARD was designated in the December 6, 2005 agreement titled, "Cooperative Agreement – Great Falls Metropolitan Transportation Planning Process," as the Metropolitan Planning Organization (MPO) by the Governor of the State of Montana and affected local units of government representing at least 75 percent of the population in the entire metropolitan area, including the largest incorporated city; and,

WHEREAS the STATE, CITY, COUNTY and TRANSIT BOARD recognize the CITY PLANNING BOARD as the officially designated MPO for the Great Falls urbanized area; and,

WHEREAS, the Policy Coordinating Committee (PCC) has been established as the official governing body of the Great Falls Metropolitan Transportation Planning Process, thus having final local approval of all Federal Surface Transportation Program-Urban Funded transportation projects in the Great Falls Metropolitan Planning Area, approval of the Metropolitan Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program; and,

WHEREAS, the TRANSIT BOARD operates a transit system and maintains responsibility for providing district residents with safe and reliable transit service, as well as implementing improvements to meet changing travel needs; and,

WHEREAS, Title 23, U.S.C., Section 104 (f) and Title 49 U.S.C., Section 5303 provide planning funds (PL and Section 5303) for the purpose of carrying out metropolitan transportation planning requirements of Section 134 of the Title 23; and,

WHEREAS, the STATE and designated MPO shall execute or cause to be executed separate agreements for the distribution of PL and Section 5303 funds; and,

WHEREAS, the STATE and designated MPO shall execute or cause to be executed separate agreements for the roles and responsibilities for air quality conformity and developing and sharing performance data, setting performance targets, reporting targets, and tracking progress towards meeting targets.

NOW, THEREFORE, BE IT RESOLVED that the parties hereto do mutually agree to:

1. Cooperatively carry out transportation planning and programming in the Great Falls Metropolitan Planning Area through the following established forum and process:

- A. The Policy Coordinating Committee (PCC) shall manage the executive business of the Great Falls Metropolitan Transportation Planning Process and develop and keep current transportation planning in the Great Falls Metropolitan Planning Area. The PCC shall consist of the following officials:

**Voting Members:**

Mayor or Commission Designee by and from the membership of the City of Great Falls City Commission  
Chairman or Commission Designee by and from the membership of the Board of Cascade County Commissioners  
Chairman or Board Designee by and from the membership of the Great Falls Transit District Board  
Chairman or Board Designee by and from the membership of the Great Falls Planning Advisory Board  
President or Board Designee by and from the membership of the Cascade County Planning Board  
District Administrator – Montana Department of Transportation

**Non-Voting Members:**

Division Administrator – Federal Highway Administration

- B. The Transportation Technical Advisory Committee (TAC) shall provide technical advice to the PCC and technical direction to and coordination of the metropolitan transportation planning staff concerning transportation planning. The TAC shall, at a minimum, consist of the following members or alternate designee:

**Voting Members**

Manager – Great Falls Transit District  
Director of Public Works – City of Great Falls  
City Engineer – City of Great Falls  
Transportation Engineer – City of Great Falls  
Street Division Supervisor – City of Great Falls  
Traffic Division Supervisor – City of Great Falls  
Planning & Community Development Director – City of Great Falls  
Senior Transportation Planner – City of Great Falls  
County Sanitarian – City-County Health Department  
Planning Division Administrator – Cascade County

Road & Bridge Division Superintendent – Cascade County

Deputy Public Works Director - Cascade County

Public Works Director - Cascade County

District Construction Operations Engineer – Montana Department of Transportation

District Projects Engineer – Montana Department of Transportation

Statewide & Urban Planning Supervisor – Montana Department of Transportation

Deputy Base Civil Engineer – Malmstrom Air Force Base

Manager – Great Falls International Airport

**Non-Voting Members**

Planning & Program Development Engineer - Federal Highway Administration – Montana Division

- C. A Citizens Advisory Committee may be established, at the discretion of the PCC, to act as a sounding board for proposals advanced by the TAC and PCC. Appointment to the committee shall be by the PCC.
- D. Public Involvement. Procedures for obtaining public involvement will be adopted by the PCC. These procedures will describe methods to obtain additional local input in the planning process.
- E. Transportation Planning Area. At a minimum, continuing, cooperative and comprehensive transportation planning will be conducted in that portion of the Great Falls area that is expected to become urbanized during any forecast period. Said area shall be referenced as the “Great Falls Transportation Planning Area.” Any transportation planning that may be conducted outside the transportation planning area will be determined by the TAC and approved by the PCC.
- F. Scope of Services. The transportation planning process shall be:
  - 1) Cooperative, in that, the STATE, COUNTY, CITY, TRANSIT BOARD and PLANNING BOARDS shall cooperatively accomplish the transportation planning process in response to the needs and changes occurring in the planning area.

The STATE, MPO and TRANSIT BOARD shall coordinate their respective targets for performance measurement to ensure consistency, to the maximum extent practicable. This includes, but is not limited to, identifying how performance-based planning provisions will be cooperatively implemented.
  - 2) Comprehensive, in that, all elements affecting metropolitan area development and transportation shall be considered. These elements and requirements are described in various documents published by the U. S. Department of Transportation.
  - 3) Continuing, in that, the planning process is intended to continue indefinitely and shall be maintained as long as this Agreement is in force.

The operational scope of the transportation planning process will generally involve conducting the following general activities:

    - (a) Establish a coordinated process for the collection and sharing of performance data, the selection of performance targets, reporting targets, and tracking progress towards meeting targets for the metropolitan area.

- (b) Collect, maintain, analyze and disseminate basic planning information and engineering data.
- (c) Serve the public and private sectors, by providing current information concerning plans, programs, projects, recommendations and implementation schedules.
- (d) Prepare, update and revise long and short-range transportation plans to consider all transportation modes in the transportation planning area; develop transportation improvement programs for project implementation; prepare, update and revise a public involvement plan; and, conduct air quality conformity determinations, to the extent required, for new or revised transportation plans and improvement programs.
- (e) Prepare and distribute studies, reports, maps, plans, etc., for documentation and information purposes; participate in meetings, seminars, etc., at all levels of government; coordinate planning and plan implementation activities; and, conduct public information and involvement programs.
- (f) Research, investigate and develop estimating, forecasting and related planning procedures.

G. Work Program – An annual unified planning work program shall be prepared yearly by the MPO, which outlines the urban transportation and transportation related planning activities to be conducted within the planning area, regardless of funding sources. The unified planning work program shall include:

- 1) A brief discussion of program objectives and accomplishments, including performance targets, during the previous year; and
- 2) A description of major activities to be performed during the next year, the agency or entity to perform the work, the resulting products and a summary of the estimated total amounts and sources of federal and non-federal funds to be used to accomplish the major work activities during the next year.

2. Mechanisms governing this Agreement are as follows:

- A. Changes in Agreement – Any alteration, extension or supplement to the terms of this Agreement, as detailed herein, shall be agreed to, in writing, by the signatory parties.
- B. Bylaws – Both the PCC and the TAC shall adopt and comply with bylaws as are justified and warranted to enact the purposes of this Agreement.
- C. Term of Agreement – This Agreement shall be for a perpetual term unless changed as provided for in paragraph 2.A. above or terminated in the manner described as follows: Any party may terminate its interests and obligations under this Agreement by giving at least ninety (90) days' notice, in writing, to the other parties.
- D. Previous Agreements – This Agreement supersedes previous Agreements between the STATE, CITY, COUNTY, PLANNING BOARDS and TRANSIT BOARD executed on June 24, 1964, October 12, 1971, December 19, 1972, June 27, 1978, July 1, 1981, March 9, 1983, April 17, 1997, and December 6, 2005.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals the day and year first above written.

APPROVED FOR CITY OF GREAT FALLS

ATTEST:

By \_\_\_\_\_  
City Manager, City of Great Falls

By \_\_\_\_\_  
City Clerk

APPROVED FOR COUNTY OF CASCADE

ATTEST:

By \_\_\_\_\_  
Chairman, Board of County Commissioners

By \_\_\_\_\_  
County Clerk & Recorder

APPROVED FOR GREAT FALLS TRANSIT BOARD

ATTEST:

By \_\_\_\_\_  
Chairman, Great Falls Transit District Board

By \_\_\_\_\_  
Manager, Great Falls Transit District

APPROVED FOR THE STATE

By \_\_\_\_\_  
Director, Montana Department of Transportation

By \_\_\_\_\_  
Legal Counsel, Montana Dept. of Transportation

APPROVED FOR GREAT FALLS PLANNING ADVISORY BOARD

ATTEST:

By \_\_\_\_\_  
Chairman, Great Falls Planning Advisory Board

By \_\_\_\_\_  
Secretary, Great Falls Planning Advisory Board

APPROVED FOR CASCADE COUNTY PLANNING BOARD

ATTEST:

By \_\_\_\_\_  
President, Cascade County Planning Board

By \_\_\_\_\_  
Secretary, Cascade County Planning Board